

Grant Funded Entity Policies & Required Documentation

Procedural Bulletin # 4

Purpose

To provide guidelines of required policies for each grant funded entity.

Community Corrections

Each grant funded entity is expected to have the following documents and policies/procedures on file. All policies/procedures should have advisory board approval and be reviewed annually by the grantee.

Documents

- Completed Budget with Line Items (current)
- Fixed Assets Inventory List
- Entity Mission and Vision
- Staffing Inventory List/Organization Chart
- Job Descriptions of All Positions
- Entity/Program Strategic Plan
- List of Advisory Board members contact information and term expiration dates
- Advisory Board Meeting Dates
- Advisory Board By-Laws
- Collaboration Plan
- Forensic Diversion Plan
- Memorandum of Understanding with All Outside Treatment Providers (current)
- Annual Employee Performance Reports

Policies

- Evidence-Based Practices (include all eight principles of effective intervention)
- Differential Supervision Policy (Based on Risk Level)
- Transfer of Clients
- Program Fees
- Staff Training
- Case Management to include, but not limited to:
 - Assessments
 - Case Plans
 - Program Referrals
- Participants

- Program Eligibility
- Program Rules
- Graduated Sanctions (including matrix)
- Incentives (including matrix)
- Alcohol and Drug Testing
- Field Officer Supervision (if applicable) to include, but not limited to:
 - Home Visits and Searches
 - Field Contacts
 - Documentation of Visits
- Any Additional Required County Policies

If a county policy does not exist for the following topics, the entity must create their own policy:

- Firearms (if applicable)
- Sexual Harassment
- Emergency Operations
- Cash Handling Procedures including, but not limited to:
 - Staff Permitted to Receive Cash Payments
 - Receipts and Deposits
 - Quality Assurance

Probation

Each grant funded entity is expected to have the following documents and policies/procedures on file. All policies/procedures should have advisory board approval and be reviewed annually by the grantee.

Documents

- Completed Budget with Line Items (current)
- Fixed Assets Inventory List
- Entity Mission and Vision
- Staffing Inventory List/Organization Chart
- Job Descriptions of All Positions
- Entity/Program Strategic Plan
- Collaboration Plan
- Memorandum of Understanding with All Outside Treatment Providers (current)
- Annual Employee Performance Reports

Policies

- Evidence-Based Practices (include all eight principles of effective intervention)
- Differential Supervision (Based on Risk Level)
- Program Fees
- Staff Training
- Case Management to include, but not limited to:
 - Assessments
 - Case Plans
 - Program Referrals

Policies (continued)

- Participants
 - Program Eligibility
 - Program Rules
 - Graduated Sanctions (including matrix)
 - Incentives (including matrix)
 - Alcohol and Drug Testing
- Field Officer Supervision (if applicable) to include, but not limited to:
 - Home Visits and Searches
 - Field Contacts
 - Documentation of Visits
- Any Additional Required County Policies

If a county policy does not exist for the following topics, the entity must create their own policy:

- Firearms (if applicable)
- Sexual Harassment
- Emergency Operations
- Cash Handling Procedures including, but not limited to:
 - Staff Permitted to Receive Cash Payments
 - Receipts and Deposits
 - Quality Assurance

Court Recidivism Reduction Programs

Each grant funded entity is expected to have the following documents and policies/procedures on file. All policies/procedures should have advisory board approval and be reviewed annually by the grantee.

Documents

- Completed Budget with Line Items (current)
- Fixed Assets Inventory List
- Entity Mission and Vision
- Staffing Inventory List/Organization Chart
- Job Descriptions of All Positions
- Entity/Program Strategic Plan
- Collaboration Plan
- Memorandum of Understanding with All Outside Treatment Providers (current)
- Annual Employee Performance Reports

Policies

- Evidence-Based Practices (include all eight principles of effective intervention)
- Differential Supervision (Based on Risk Level)
- Program Fees
- Staff Training

Policies (Continued)

- Case Management to include, but not limited to:
 - Assessments
 - Case Plans
 - Program Referrals
- Participants
 - Program Eligibility
 - Program Rules
 - Graduated Sanctions (including matrix)
 - Incentives (including matrix)
 - Alcohol and Drug Testing
- Field Officer Supervision (if applicable) to include, but not limited to:
 - Home Visits and Searches
 - Field Contacts
 - Documentation of Visits
- Any Additional Required County Policies

If a county policy does not exist for the following topics, the entity must create their own policy:

- Firearms (if applicable)
- Sexual Harassment
- Emergency Operations
- Cash Handling Procedures including but not limited to:
 - Staff Permitted to Receive Cash Payments
 - Receipts and Deposits
 - Quality Assurance

Prosecutor Diversion Programs

Each grant funded entity is expected to have the following documents and policies/procedures on file. All policies/procedures should have advisory board approval and be reviewed annually by the grantee.

Documents

- Completed Budget with Line Items (current)
- Fixed Assets Inventory List
- Entity Mission and Vision
- Staffing Inventory List/Organization Chart
- Job Descriptions of All Positions
- Entity/Program Strategic Plan
- Collaboration Plan
- Memorandum of Understanding with All Outside Treatment Providers (current)
- Annual Employee Performance Reports

Policies

- Evidence-Based Practices (include all eight principles of effective intervention)
- Differential Supervision (Based on Risk Level)
- Program Fees
- Staff Training

Policies (Continued)

- Case Management to include, but not limited to:
 - Assessments
 - Case Plans
 - Program Referrals
- Applying Differential Supervision
- Participants
 - Program Eligibility
 - Program Rules
 - Graduated Sanctions (including matrix)
 - Incentives (including matrix)
 - Alcohol and Drug Testing
- Field Officer Supervision (if applicable) to include, but not limited to:
 - Home Visits and Searches
 - Field Contacts
 - Documentation of Visits
- Any Additional Required County Policies

If a county policy does not exist for the following topics, the entity must create their own policy:

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 - Quality Assurance

Jail Treatment Programs

Each grant funded entity is expected to have the following documents and policies/procedures on file. All policies/procedures should have advisory board approval and be reviewed annually by the grantee.

Documents

- Completed Budget with Line Items (current)
- Fixed Assets Inventory List
- Entity Mission and Vision
- Staffing Inventory List/Organization Chart (For grant only)
- Job Descriptions of All Positions (For grant funded positions only)
- Entity/Program Strategic Plan (For grant funded program only)
- Collaboration Plan
- Memorandum of Understanding with All Outside Treatment Providers (current)
- Annual Employee Performance Reports

Policies

- Evidence-Based Practices (include all eight principles of effective intervention)
- Program Fees (if applicable)
- Staff Training

Policies (Continued)

- Case Management to include, but not limited to:
 - Assessments
 - Case Plans
 - Program Referrals
- Participants
 - Program Eligibility
 - Program Rules
 - Graduated Sanctions (including matrix)
 - Incentives (including matrix)
 - Alcohol and Drug Testing
- Any Additional Required County Policies

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- Emergency Operations

Pre-Trial Programs

Each grant funded entity is expected to have the following documents and policies/procedures on file. All policies/procedures should have advisory board approval and be reviewed annually by the grantee.

Documents

- Completed Budget with Line Items (current)
- Fixed Assets Inventory List
- Entity Mission and Vision
- Staffing Inventory List/Organization Chart (For grant only)
- Job Descriptions of All Positions (For grant funded positions only)
- Entity/Program Strategic Plan (For grant funded program only)
- Collaboration Plan
- Memorandum of Understanding with All Outside Treatment Providers (current)
- Annual Employee Performance Reports

Policies

- Evidence-Based Practices to include the following principles:
 - Assessing Actuarial Risk
 - Targeting Interventions
 - Increasing Positive Reinforcements
 - Measure Relevant Processes & Practices
 - Provide Measurement Feedback
- Program Fees
- Staff Training
- Program Referral

Policies (Continued)

- Participants
 - Program Eligibility
 - Program Rules
 - Graduated Sanctions (including matrix)
 - Incentives (including matrix)
 - Alcohol and Drug Testing
- Any Additional Required County Policies

If a county policy does not exist for the following topics, the entity must create their own policy:

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